Recreational Trails Program Grantee Status Report Process

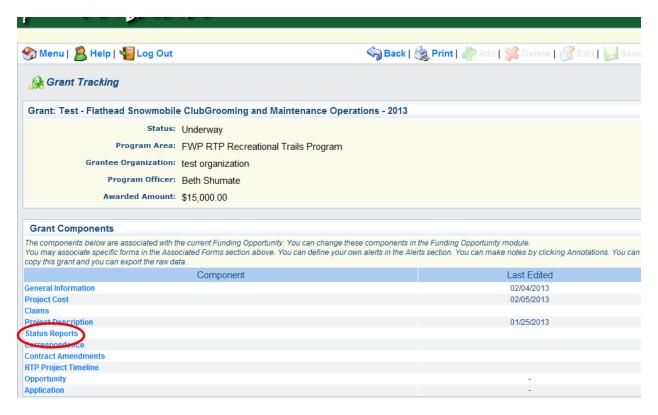
1. Grantee logs into WebGrants and clicks on My Grants.



2. Grantee clicks on the Title of the Grant to display all of the grant components.



3. This screen will be shown. Grantee clicks on the "Status Report" tab within grant components.

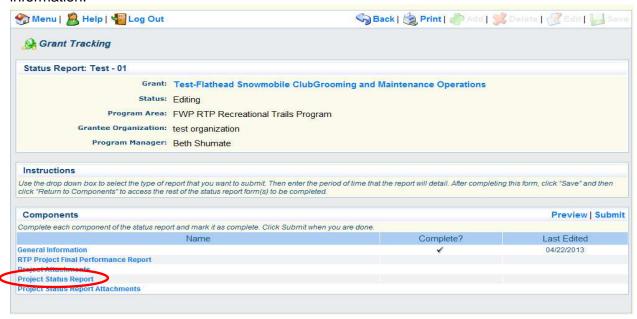


 Grantee clicks on Add to start a new Status Report or to complete the Final Status Report.

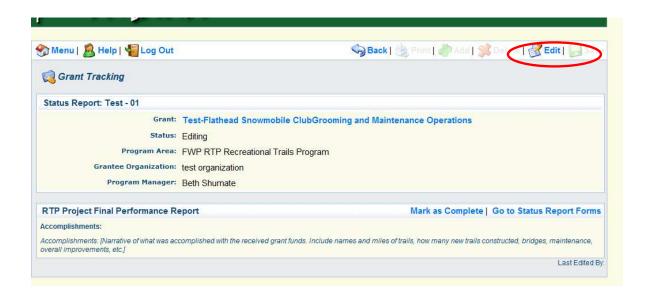
This screen appears next. Click on Grant ID to display various status report forms.



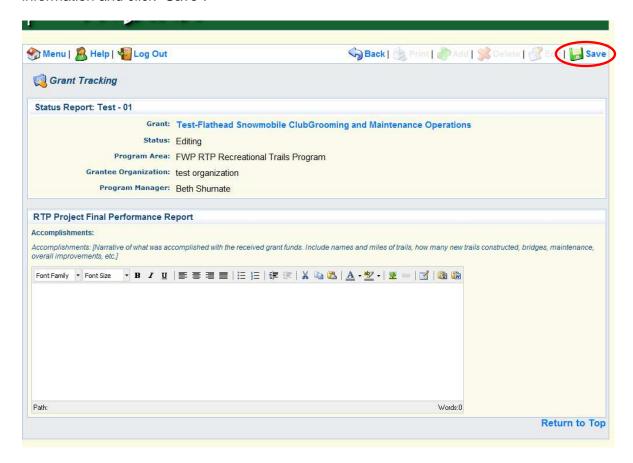
This screen appears next. Click on the appropriate Status Report Form to submit your reporting information.



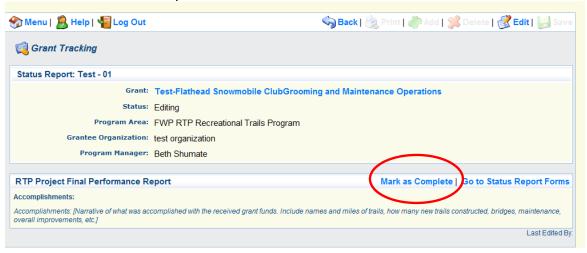
Click on Edit to open up the text box to insert your narrative.



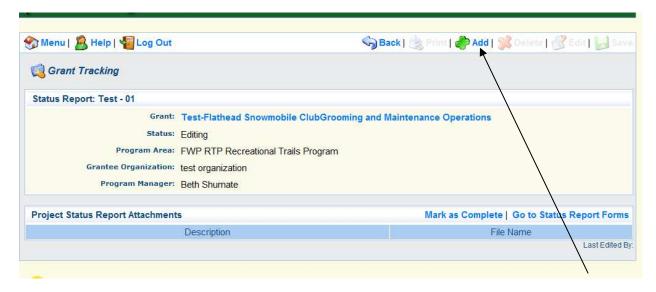
For a Final Performance Report, click on RTP Project Final Performance Report. Fill in the information and click "Save".



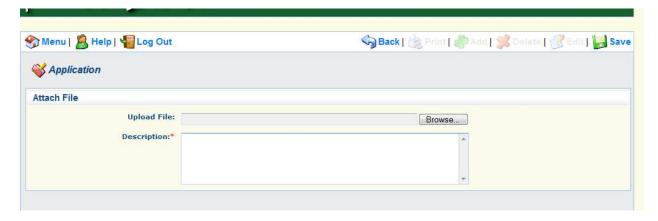
Then click "Mark as Complete".



To upload attachments, click on either Project Status Report Attachments or Final Project Status Attachments to upload documents. You need to click on "Add". Again, you must "Mark as Complete" in order to submit the form/attachments.



You will see this screen once you click on "Add".



Note: If your claim request is not your final request, then you complete the Project Status Report and submit with your claim. If it is the final request and you are closing out your grant, then you complete the Final Performance Status Report.